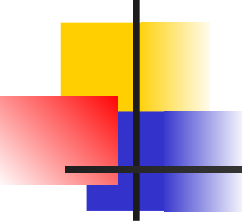


# Occupational Health Program Initiatives within the Department of the Army

---

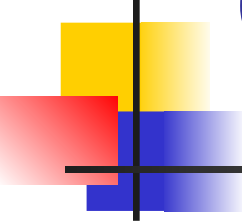
Tom Smith, RN, MSN, COHN-S  
Occupational Health Nurse Master Consultant  
Occupational Medicine Program  
U.S. Army Center for Health Promotion and  
Preventive Medicine (USACHPPM)



# Initiatives

---

- Army Civilian Training and Education Development System (ACTEDS) Plan
- Distant Learning Course – Fundamentals of OH
- Occupational Health Improvement Plan (OHIP)
- Occupational Health Program Status Report (OHPSR)
- OH Program Standardization – Web Based



# Current and Future Issue

## #1

---

- Army Civilian Training and Education Development System (ACTEDS) Plan
  - Recruitment and Retention.
  - Lack of qualified applicants.
    - Occupational Health Nurses.
    - No ACTEDS for physicians or physician assistant.

# <http://www.cpol.army.mil/>



Army Civilian Personnel On Line

- Home
- Employment
- Links
- Library
- Tools
- Training
- OPM
- FirstGOV
- Top Army Links



## Search for Jobs

Use the [Vacancy Announcement Board](#) to search for Army jobs.

[Explore Job Opportunities](#)

## SOFIA

Support Our Friends in Iraq and Afghanistan

[Find Out More](#)

National  
Security  
Personnel  
System



[Visit NSPS at OSD](#)

## WHAT'S NEW!

[Employment Information](#)

[View DHS Security Advisory Level](#)

[Reminder: The Kushnick & Macy Awards for 2003](#) **Deadline Jan 30st!**

[Taskers from the 2003 CHR Worldwide Conference](#) 12/29/03

[Civilian Human Resources \(CHR\) FY03 Annual Evaluation](#) NEW 12/23/03

[CHR Integrated Definition Model/Task Listings \(IDEF\)](#) CPB 12/05/03

[Emergency Guidance and Resources](#) Posted 09/05/03



[CPOL Library Home](#) > [Training](#) > [ACTEDS](#) > CF53 PLAN



**CIVILIAN PERSONNEL  
CAREER MANAGEMENT**

May  
2002

ARMY CIVILIAN TRAINING, EDUCATION, AND  
DEVELOPMENT SYSTEM (ACTEDS) PLAN

**Career Field 53**

**MEDICAL CAREER FIELD**

**ACTEDS PLAN**

CORNERSTONE OF CONCERNED HEALTH CARE

In order to view parts of this document, you need **Adobe Acrobat Reader version 3 or newer** or other application capable of reading .pdf files. If you do not have Acrobat Reader installed on your computer, you may go to our [software help page](#) for

**Medical Career Field**

| Name                       | Description                      | Updated   |
|----------------------------|----------------------------------|-----------|
| <a href="#">GS-670/671</a> | Health System Admin/Specialist   | May 2002  |
| <a href="#">GS-673</a>     | Hospital Housekeeping Management | June 2002 |
| <a href="#">GS-690</a>     | Industrial Hygiene               | Jan 1997  |
| <a href="#">GS-669</a>     | Medical Records Administration   | Jul 1997  |
| <a href="#">GS-610</a>     | Registered Nurse                 | Jan 2002  |
| <a href="#">ADDENDUM A</a> | Occupational Health Nurse        | Jan 2002  |
| <a href="#">ADDENDUM B</a> | Pediatrics                       | Jan 2002  |
| <a href="#">ADDENDUM C</a> | Community Health Nurse           | Jan 2002  |



[CPOL Library Home](#) > [Training](#) > [ACTEDS](#) > [CF 53 Plan](#) > Occupational Health Nurse



## CIVILIAN PERSONNEL CAREER MANAGEMENT

January  
2002

ARMY CIVILIAN TRAINING, EDUCATION, AND  
DEVELOPMENT SYSTEM (ACTEDS) PLAN

ADDENDUM A  
TO THE REGISTERED NURSE ACTEDS PLAN

# OCCUPATIONAL HEALTH NURSE

ACTEDS PLAN

CORNERSTONE OF CONCERNED HEALTH CARE

In order to view parts of this document, you need **Adobe Acrobat Reader version 3** or other application capable of reading **.pdf** files. If you do not have Acrobat Reader installed on your computer, *or, you have version 2 of Acrobat Reader*, you may go to our [software help page](#) for instructions on how to obtain a **free** copy of Adobe Acrobat Reader or use our [Adobe Acrobat Reader guide](#) for help setting up and using the Adobe Acrobat Reader helper application.

Once you have installed Acrobat Reader and configured your Web Browser, you may proceed by clicking the image on the left, or the link below.

[Occupational Health Nurse  
CF-53 Addendum A](#)



**CF 53 - Occupational Health Nurse  
Occupational Series GS-610**

**Table of Contents**

**Foreword**

**1. Objectives**

**2. Structure**

**3. Key Positions and Consultants**

**4. Responsibilities**

**5. Career Path**

**6. Competencies**

**7. Master Training Plan**

**8. Affirmative Action/Equal Employment Opportunity**

**APPENDICES**



(require Acrobat Reader to view)

**Appendix A - Career Path Chart**



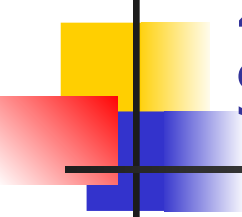
**Appendix B - Competencies**

**Appendix C - Master Training Plan Matrix**



**Appendix D - Master Training Plan Course Descriptions**

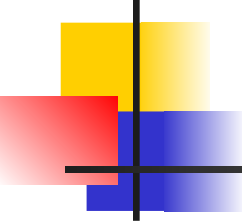
**Appendix E - Glossary**



## 24 Professional Registered Nurse Specialties needing an ACTEDS

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- Community Health Nurse Anesthetist
- Pediatric Nurse Perioperative Nurse
- Nurse Critical Care Critical Care - Peds
- Nurse Dialysis Nurse (L & D)
- Nurse Med-Surg Nurse Midwife
- Nurse Neonatal Neonatal ICU
- Newborn Nursery Nurse OB-GYN
- Post Partum OH Nursing
- Nurse Pract (Family - GYN- Peds-Psych-Adult)
- Nurse Spec (Onc-Peds-Psych)



# Key Positions

---

Entry

Intermediate

Advanced

Entry GS9

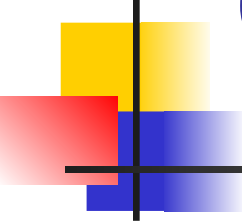
Supervisor /  
Subject Matter Exp.  
GS12

OH Staff Nurse  
GS10/11

Director GS15  
USACHPPM

PGM 65 GS14  
USACHPPM

Consultants GS13  
CHPPM, HSSA, NGB  
OTSG



# Current and Future Issue

## #2

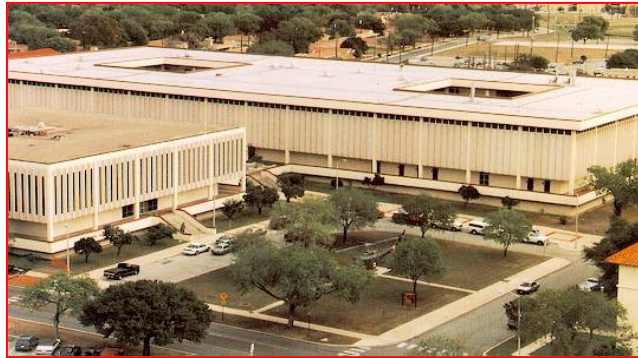
---

- Fundamentals of Occupational Medicine (6H-F20) Distance Learning Project
- Benefits of the new two phase format!!
  - Increased availability of training
  - Self development/refresher training
  - Expand scope of the resident course
  - CMEs and CEUs provided in both phases!!

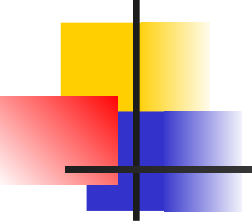
# Fundamentals of Occupational Medicine Course, 6H-F20

Community Health Practices Branch  
Department of Preventive Health Services

---



Academy of Health Sciences  
U.S. Army Medical Department Center and School



# Fundamentals of Occupational Medicine (6H-F20)

---

- New two phase format

- Phase 1

- Media Delivery: Web-based
    - Course hours: 14
    - Introductory and basic OH information

- Phase 2

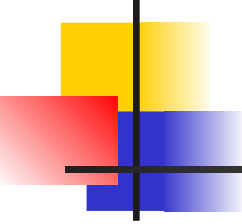
- Media delivery: Resident course, AMEDDC&S, Fort Sam Houston, TX
    - Course hours: 40
    - Advanced OH information
    - Phase 1 prerequisite for phase 2

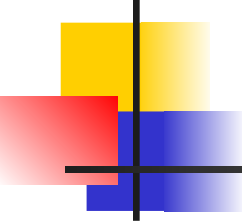


# Fundamentals of Occupational Medicine (6H-F20)

## Phase 1 Target Audience

---

- 
- Physicians
  - Physician assistants
  - Nurses
  - Occupational health technicians
  - Environmental science officers
  - Industrial hygienists
  - Audiologists
  - Optometrists
  - Safety officers
  - Radiation protection officers
  - Other with responsibilities in occupational safety and health

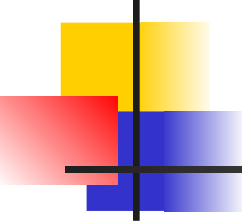


# Fundamentals of Occupational Medicine (6H-F20)

## Phase 1 Topics

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- Introduction
- Army occupational health program elements
- Policies and procedures
- OH recordkeeping and reporting
- Workers' compensation / FECA
- Hazard assessment
- Basic toxicology
- Industrial hygiene program
- Medical surveillance
- Hearing conservation program
- Vision conservation and readiness program
- Respiratory protection program
- Ergonomics program
- Occupational radiation protection program

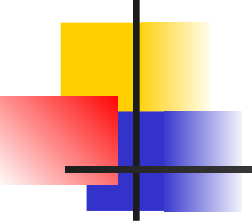


# Fundamentals of Occupational Medicine (6H-F20)

## Phase 2 Topics

---

- OH law
- OH budget process
- Clinical toxicology
- Disease and injury surveillance
- Reproductive / biologic hazards
- Epidemiologic investigations
- Databases / computerized programs
- Workers' compensation
- Risk communication
- Case studies
- Treatment of occupational injuries and illnesses
- Administrative medical examinations
- Workplace analysis
- Health risk assessment
- Coordinating support with other agencies
- Managing programs
- Resource management
- Surety programs
- CBRNE support
- Practical exercises



# Fundamentals of Occupational Medicine (6H-F20)

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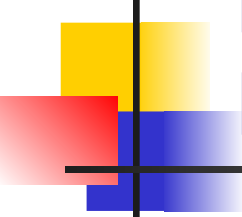
- Start dates:

- Phase 1:

- Available for registration April 2004
    - Apply at internet site:  
<http://www.atrrs.army.mil>

- Phase 2:

- 26 July – 30 July 2004, Fort Sam Houston
    - Fax (210-221-6427) DA Form 3838 (Military) or DD Form 1556 (Civilians) to Community Health Practices Branch, AMEDDC&S

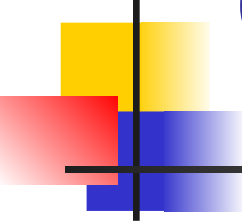


# Fundamentals of Occupational Medicine (6H-F20)

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- Questions:
  - Contact the program manager
    - MAJ Rachel Bailey
    - Telephone:
      - **Comm (210) 221-7195, DSN 421-7195**
    - Email:
      - **Rachel.Bailey@cen.amedd.army.mil**
- Visit CHP branch website at:  
[www.cs.amedd.army.mil/dphs/CHP/index.html](http://www.cs.amedd.army.mil/dphs/CHP/index.html)



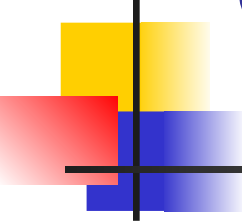


# Current and Future Issue

## #3

---

- Army Occupational Health Improvement Plan (OHIP)
  - To improve the occupational health services to our soldiers and civilians.
  - To improve resource allocation, increase staff competency, and measure results



# Occupational Health Improvement Plan (OHIP)

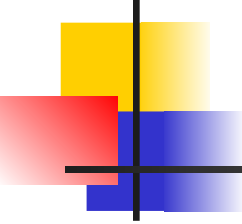
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- Quarterly briefs to OTSG.
- Identifying OH Metrics.
- Self Assessment checklists are one element of the OHIP.
- Based on 3 levels of support
  - Identifies minimal competencies/training.
  - Certification requirements.

# Building Blocks for Success



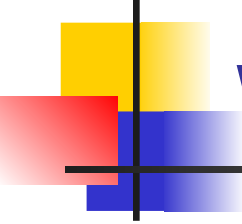
**FOUNDATION = Identification of Critical Elements and Tasks**



# Process

---

- Identification of Workload Factors (WLF) and Supporting Tasks
  - “Technical”
  - Common
    - Technical Committee
    - Program Evaluation
    - SME Consultations
    - Education Provided to Others
    - Technical Document Development and Review



# Workload Factors and Algorithms

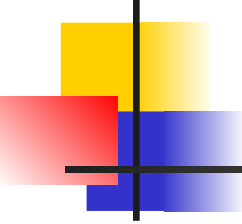
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- Occupational Health
  - In-Processing Evaluation
  - Medical Surveillance
  - Worksite Visits
  - Civilian Resource Conservation Program (CRCP)
  - Special Examinations
  - Real-Time Exposure Assessment
  - NBC Surety Program



# Workload Factors and Tasks

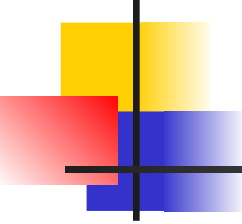
| Workload Factor      | Tasks                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------|
| Medical Surveillance | <b>Medical Surveillance Program Management</b>                                                   |
|                      | <b>Evaluation:</b>                                                                               |
|                      | Identify installation population (soldiers and civilians)                                        |
|                      | Identify Installation hazards and tailor medical surveillance to those specific hazards.         |
|                      | Assess availability of IH data.                                                                  |
|                      | Identify installation hazards (hazard specific)                                                  |
|                      | Use work practices to make presumptions of workplace exposure.                                   |
|                      | Identify who requires medical surveillance.                                                      |
|                      | Identify who has completed medical surveillance.                                                 |
|                      | Identify the process surveillance rates.                                                         |
|                      | <b>Define Scope of Medical Surveillance:</b>                                                     |
|                      | <i>Part I of physical exams for preplacement, periodic and termination/retirement physicals.</i> |
|                      | Written medical protocols and SOP's meeting Federal Law and DA regulations.                      |
|                      | Use protocol to conduct medical surveillance                                                     |



# Expected Benefits

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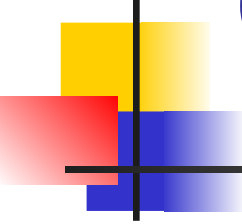
- Clearly defined roles and missions at all levels
- Metrics and benchmarks
- Trend Analysis
- Validation/credibility of PM mission and value added
- Resource requirements (Fiscal and Human)
  - Predictive versus Historical
    - Program Objective Memorandum (POM)
    - Unfinanced Requirements (UFRs)
    - Manpower Staffing



# Next Steps for FY 04...

---

- Benchmarking Study
- Algorithms
  - Continued refinement
  - Prediction of “types”
  - Completion of Levels 2 and 3
- DOD Model Development

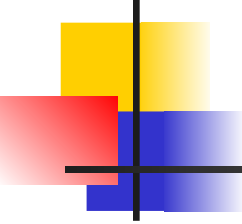


# Current and Future Issue

## #4

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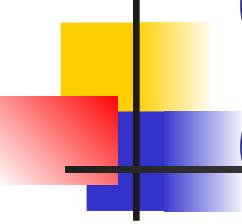
- Occupational Health Program  
Status Report
  - Purpose of the Survey
    - To establish a baseline for Department of the Army and Army National Guard Occupational Health (OH) Programs in the area of Program Management, Program Support, Budget and Manpower.



# Purposes of the Survey

---

- To establish a baseline for Department of the Army and Army National Guard Occupational Health (OH) Programs in the area of Program Management, Program Support, Budget and Manpower.
- To assist the Functional Proponent for Preventive Medicine in identifying Army-wide occupational health program strengths and weaknesses and planning systemic program improvements; and,
- To provide results of the survey back to the OH program manager at the installation/state that will identify strengths and areas needing improvement in their program.



# OHPSR – Self Assessment Checklist Questions

- 4 Major Areas

- Program Management 192 questions
  - Program Support 460 questions
    - No Surety mission 330 questions
  - Manpower 92 questions
  - Budget 43 questions
- TOTAL 787 questions
- (No Surety mission) 657 questions

# Time to complete the survey

- 2 to 3 hours
  - If data are easily available
- 8-10 hours
  - If identifying the demographics for each program element is needed





# **U.S. Army Center for Health Promotion & Preventive Medicine**

## **Clinic Surveys**

### ***Clinic Links***

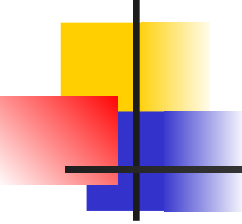
List of Clinics:  
**[Default Clinic](#)**



# U.S. Army Center for Health Promotion & Preventive Medicine

## Clinic Surveys

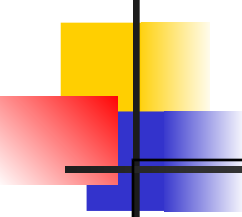
| Default Clinic            |                             |
|---------------------------|-----------------------------|
| Default Clinic Address    | Default Clinic Phone Number |
| Survey                    | Completion Status           |
| <u>Budget</u>             | Survey hasn't been started  |
| <u>Manpower</u>           | Survey hasn't been started  |
| <u>Program Management</u> | Survey hasn't been started  |
| <u>Program Support</u>    | Survey hasn't been started  |



# US Army Occupational Health Program Status Report

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- The Final Program Status Category is derived from a percentage of the Final Weighted Program Score:  
80% or more for a green score;  
60%-79% for yellow and less than 59% for a category of red.

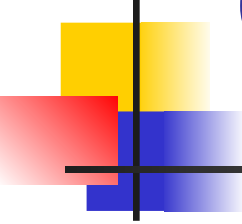


# Results:

Total number of surveys sent = 148

Total number of surveys returned = 69

|                  | Score of<br>227-284 | Results<br>Score of<br>170-226 | Score<br>below<br>169 |                       |
|------------------|---------------------|--------------------------------|-----------------------|-----------------------|
| FY 04<br>Survey  | Green               | Yellow                         | Red                   | Incomplete<br>Surveys |
| DA OH<br>Clinics | 1                   | 8                              | 6                     | 13                    |
| ARNG<br>Program  | 0                   | 6                              | 15                    | 20                    |
| Total            | 1                   | 14                             | 21                    | 33                    |

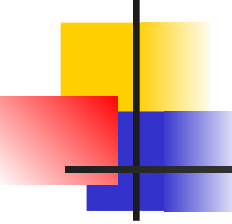


# Current and Future Issue

## #5

---

- OH Program Standardization – Web Based
  - Standard Operating Procedures
  - Program Documents
  - Business Plans
  - Statements of Work
  - Performance Based Standards
  - Position Descriptions



<http://chppm-www.apgea.army.mil/extranet/>

---

**U.S. Army Center for Health Promotion &  
Preventive Medicine**

**OH Business Plan**

**OH Program Document**

**Standard Operating Procedures (SOP)**

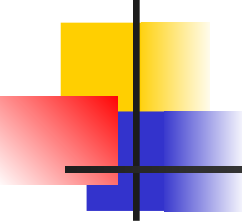
**OH Medical Protocols**

**Reference Library**

**Worksite Checklist**

**OH Program Status Report Survey**

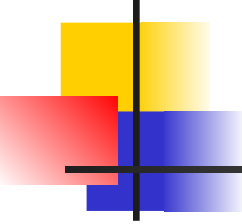




# Future Initiative #6

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- Partner with the Navy, Air Force, Army National Guard and Army Reserve to develop one Department of Defense Resourcing Model.



# In Summary

---

- Army Civilian Training and Education Development System (ACTEDS) Plan – Competency Updates
- Distant Learning Course – Fundamentals of OH (web and in residence course)
- Occupational Health Improvement Plan (OHIP)
- Occupational Health Program Status Report (OHPSR)
- OH Program Standardization – Web Based
- Partnership to develop a DOD Resource Model

# QUESTIONS ???

---

